



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3-4-81	1. Agency Address Department of Natural Resources Environmental Protection Division Air Protection Branch, P&TSP 4291 Memorial Drive, Suite M Decatur, GA 30032		Application Number 81-169
Application Number			Date Received MAR 26 1981
		Working Title Environmental Specialist	Date Completed APR 1 1981
2. Person to Contact Arthur D. Hollis		Telephone Number 404/656-7410	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1975 Present		5. Records Series Title (followed by title used in office, if different) P&TSP (DOT Projects File)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Protection Branch monitors air quality throughout the state. It investigates air pollution problems, and develops preventive and control programs. The Air Protection Branch also insures industry compliance with air quality regulations, since it licenses all industries in Georgia that emit contaminants into the air. The Air Quality Control Section is responsible for developing, issuing and enforcing air pollution control regulations. The Section also issues operating and construction permits to industries in Georgia that emit contaminants into the air. The Planning & Technical Support Program functions in a support capacity serving the Air Quality Control Section.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Air quality impact assessments of the Ga. DOT highway improvements and new highway construction projects in Region IV. Included are: File folders, labeled, "DOT Region IV" followed by year and month. These folders contain results of assessment methodology and modeling assumptions of the air quality impact studies, along with general and specific correspondence between the Ga. Air Protection Branch and the Ga. DOT, concerning these impact assessments. File folders, labeled "DOT General" followed by year and month. These folders contain correspondence between the EPA, DOT and the APB concerning air quality guidelines. Files are arranged in chronological order. File is arranged: By Region (i.e., Region 1, 2, 3, 4, or 5 of Georgia) and then by calendar year project is submitted.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>twice</u> ; Seven to twelve months old <u>once</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>once</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Ga. DOT - Charlie Brown Airport
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 3 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal law requires 3-year retention of records of air pollution projects involving federal funds. (Past project completion date)

Six -year retention will allow project to be completed.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in office file area current year plus one. Then transfer to State Records Center for five years to satisfy federal regulations and allow project to be completed. Then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Mark M. Fry</i>	3-24-81	<i>Pat Harrison</i>	3-24-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carole Hart</i>	4-1-81
		<i>AT Shell</i>	3-30-81
			4-1-81